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CIA ARCHIVES AND RECORDS CENTER

1 July 1971

MEMORANDUM FOR: Chief, Records Administration Branch

SUBJECT : Report of Archives Activity for January thru
June 1971

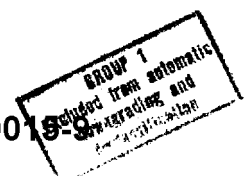
1. On 1 January 1971 there was a total volume of 16,416 cu. ft. of records in Archives. At the end of June the volume had increased to 17,369 cu. ft., for a total net increase of 953 cu. ft.

2. The Archives furnished research assistance and working space to historians from 9 different offices for a total of 145 man-days during the past 6 months. In addition to this, a total of 3,687 items were furnished to historians at Headquarters or to analysts who needed to do research in depth. In order to protect the archival copy from being lost or destroyed, the above reference required the reproduction of 5,640 pages.

3. During the period January to June 1971, the Archives sent back all the Regulation Case Files to Regulations Control Staff for microfilming. It is understood that the project is completed, but as yet the original negative of the microfilm has not been sent back to the Archives for safekeeping.

4. The Archives participated in the [redacted] anniversary celebration during February by furnishing copies of their [redacted] that had been printed on historically important dates.

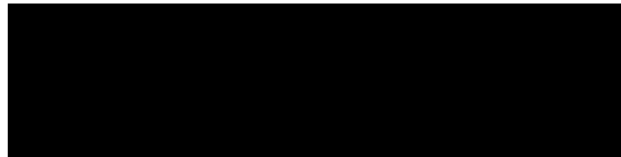
5. Effort is continuing on the project to have all microfilming or producing offices forward the original negative of archivally valuable microfilm to the Archives in metal containers for safekeeping. The need for this was demonstrated recently when the Archives cooperated with the Agency Librarian in furnishing the original negative of [redacted] on loan to the Library of Congress for duplicating. The reports had been filmed in 1949, 1950 and 1951, but the original negative had been retained in the Library for reference purposes. The Library of Congress returned the reels without action along with the notation that the film was so scratched and of such poor quality as to be worthless. Luckily the paper copy has not been destroyed as yet.

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6. The Archives continued to screen all inactive records prior to their destruction and has been able to move many archivally valuable records into the pending archives collection. These records will have been saved and can be processed into the Archives if a formal program is ever approved and staffed.

7. A draft regulation for an Archival program was written and will be formally coordinated if and when OPPB indicates that the slots for a staff to man an Archives is available.



Chief

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